

## JOB ANNOUNCEMENT

**Position:** Clerk

**Reports to:** Clinic Administrator

**Salary Range:** Starting salary based on experience, qualification, and budget.  
(100% time – 40 hours per week)

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**Position Purpose:**

Under the direction of the Clinic Administrator, the clerk is responsible for financial screening of all clients for state certification of eligibility, reception area duties, responding to client questions/providing directions to clients, as assigned.

**Principal Responsibilities:**

1. Makes appointments on the phone or in person.
2. Screens all clinic clients for eligibility.
3. Review medical charts for eligibility or re-certification.
4. Ensures that all patients have clinic ID card, HAP or Medi-Cal card and have signed a current General Consent Form.
5. Logs patient names on daily register and disposition on log sheet.
6. Fills out designated information on various forms such as Encounter Form and Sterilization Billing Reports Forms in accord with requirements.
7. Ensures patient clinic/cards are stamped on all the appropriate sheets/forms.
8. Fills out designated information on Certification Information Form.
9. Ensures that Medi-Cal card is photo copied and receipt attached to Encounter Form.
10. Clears charts and files forms, as appropriate.
11. Contacts Medical Records Department and/or pulls and files charts as necessary.
12. Assists other clerical staff in clearing charts and answering phones for clinic.
13. Fills out Chart Request List for obtaining records from Medical Records, as assigned.
14. Performs clerical duties as needed.
15. Registers clients electronically using e-healthcare System.
16. Performs other duties, as assigned.

**Requirements:**

1. Bilingual (English/Spanish)
2. One year's experience working in a general office environment or medical facility.
3. Knowledge of general office procedures.
4. Must have knowledge of Eligibility Screening and LA County information system.
5. Typing skills at 35 words/minute.
6. Ability to communicate effectively orally and in writing.
7. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural backgrounds.
8. Ability to travel from site to site.

**To apply, please fax or email resume or list of qualifications including the job code number to:**

**JWCH Institute, Inc.**



Non-Exempt  
December 2017

**5650 Jillson St.**  
**Commerce, CA 90040**  
**Attn: Human Resources Department**  
**Job Code: 532**  
**Fax Number (323) 215-0170**  
**E-Mail [cespinoza@jwchinstitute.org](mailto:cespinoza@jwchinstitute.org)**

Closing date: Open until filled.  
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).